



Department of Development  
222 N. Chauncey Ave., Room 102  
West Lafayette, Indiana 47906  
(765) 775-5160

[Date]

[Property Owner name]  
[Street Address]  
West Lafayette, IN 47906

**Re:** New Chauncey Historic District

Dear Mr./Ms. [Property Owner]:

In 2011, the City of West Lafayette passed a Historic Preservation Ordinance setting out guidelines regarding the New Chauncey Historic District. In that Ordinance, property owners should currently be applying for a Certificate of Appropriateness if they are doing any work regarding the demolition of any building, moving any building or starting new construction of any building on their property.

In the past year, the Commission has been working to get procedures and resources in place to assist the property owners in the New Chauncey Historic District to comply with the requirements of Phase II of the Ordinance which begins in September of 2016. Phase II of this Ordinance requires that the property owner apply for a Certificate of Appropriateness if they plan on making any of the following changes to their property:

- (1) the demolition of any building; the moving of any building; and any new construction of a principal building or accessory building or structure subject to view from a public way;
- (2) a conspicuous change in the exterior appearance of historic buildings subject to the view from a public way by additions, construction, alteration, or maintenance involving exterior changes;
- (3) a change in walls and fences or constructions of walls and fences, along public ways;
- (4) a conspicuous change in the exterior appearance of non-historic buildings subject to view from a public way by additions, reconstruction, alteration or maintenance involving exterior change.

The Historic Preservation Commission is preparing a *Resource Guide* that offers information about the history of West Lafayette and the New Chauncey Historic District. It also describes various architectural forms present in the New Chauncey Historic District and offers advice on how to protect, repair, or replace important architectural elements in your historic structure. Even if you do not need to apply for a Certificate of Appropriateness for any work you

may be doing on your house current, please feel free to pick up a *Resource Guide* to learn more about the year in which your structure was built, the key elements of its architectural form, and the best practices advocated by historic preservationists in maintaining a historic building.

Please feel free to visit the Historic Preservation Commission link on the city's website at <http://www.westlafayette.in.gov/departments/board.php?fDD=4-217>. On our website, you'll be able to find an Application for a Certificate of Appropriateness, the ordinance discussed above, a map of the New Chauncey Historic District and an electronic copy of the Historic Preservation Guide.

The Commission meets on the first Tuesday of every month in the Motion Community Center if there is business on the agenda. The public is welcome to attend any Commission meeting.

For your information, we've included a copy of the New Chauncey Historic District Map. If you have any questions please forward them to [mray@wl.in.gov](mailto:mray@wl.in.gov) and we'll be them answered as promptly as we're able.

Sincerely,

Susan Curtis  
West Lafayette Historic Preservation Commission

SC/ar

Enclosures